

## **2022 Budget Calendar**

### **2021 Date Requirements**

### **Steps in Budget Preparation**

Tuesday, July 20	Meeting with Department Leaders to launch 2022 budget process. Satellite Agencies requested to prepare estimates of revenues/expenditures. Six-year capital plans distributed to Dept. Heads.
Thursday, August 5	Estimates of revenues/expenditures, initiatives and six-year capital plans due to Finance Dept.
Thursday, August 19	Initial budget review with Mayor.
August 19 - 26	Mayor reviews and approves initiatives.
Friday, August 27	Mayors approved initiatives sent to Departments and Satellites.
Thursday, September 9**	Final budget to be filed with Finance Director.
Thursday, September 23**	Final budget presented to Mayor/City Administrator.
Monday, October 4**	Mayor provides the City Council with current information and estimates of revenues from all sources, as adopted in the budget for 2021.
Monday, October 18**	Mayor presents 2022 budget message to Council, and provides the Council with the proposed preliminary budget for 2022.
Wednesdays, October 20 and October 27**	Finance completes public notice of filing of preliminary budget and notice of public hearing on preliminary budget.
Monday, Nov 1 – 7:00 PM**	Preliminary budget hearing for public; Set Public Hearing for 2022 property tax levy.
Wednesday Nov 3 & Nov 10**	Public notice of hearing setting property tax levy.
Monday, November 15***	Setting property tax levy.
Wednesday, Nov 24 & Dec 1**	Public notice of final hearing for proposed 2022 budget.
Monday, December 6 – 7:00 PM**	Final public hearing on proposed 2022 budget.
Monday, Dec 6– Monday, Dec 20**	Adoption of 2022 budget by City Council.

\*\* Required by RCW, \*\*\*Property Tax Levy must be completed prior to November 30, 2021.